

Appendix H

Information Packages for Review Team Members

Information Checklist for Review Team Members

The following information should be transmitted to each review team member prior to the onsite review:

- ☐ Time, dates, locations of entrance conference and other review week activities
- ☐ Preliminary agenda for the review week
- ☐ Travel arrangements and plans
- ☐ Reimbursement of expenses information (for contract/peer reviewers)
- ☐ Hotel information (name, location, directions, confirmation, cost, phone and fax numbers)
- ☐ List of review team members with names, phone numbers, affiliations
- ☐ List of review team member responsibilities
- ☐ Copy of Statewide Assessment
- ☐ Copy of Preliminary Assessment
- ☐ Copy of State's policies relevant to the review

